Template Letter for Redundancy

On Company Letterhead.

EMPLOYEE NAME

ADDRESS

Date

Dear NAME,

It is with great regret that as per our conversation on DATE I must confirm that your role of POSITION with the company has become redundant.

This decision has been made as a result of:

* Specify Reason for Redundancy Situation

This letter serves as Notice of Redundancy, considering your notice period of X WEEKS as per your contract of employment / minimum notice act.

This will take effect on DATE and all monies due to you, including your statutory redundancy payment, salary, any outstanding leave will be paid to you on DATE.

During your notice period you will be required to attend work / be paid in lieu of notice. I am happy to answer any queries or questions you may have.

I want to take this opportunity to thank you for your service with the company and to wish you all the very best for the future.

Yours Sincerely,

(Signed for and on behalf of the company)

On Company Letterhead.

(Employee Name & Address)

(Date)

Dear NAME,

Further to my earlier letter confirming that your employment with us has been terminated as a result of redundancy, I now wish to confirm the final payment that will be made to you.

The following constitutes your final payment:

Statutory redundancy payment €

Salary (including Notice if paid in lieu) €

Outstanding Holiday pay €

Total Payment €

The above amount will be paid by bank transfer on (date) and will be the final payment. We would ask you to sign and return a copy of this letter to indicate your acceptance of this as a full and final payment.

I want to take this opportunity again to thank you for your service with the company and to wish you all the very best for the future.

Yours Sincerely,

(Signed for and on behalf of the company)

**DECLARATION BY EMPLOYEE**

I (name of employee) accept the above payment as the full and final payment due to me as a result of redundancy. I confirm that this payment is full and final, and no further claim will be made against the company in respect of this redundancy or the payment now received.

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Signed Date